

## **Questions & Answers Regarding the 8/8/05 Request for Proposals**

### **1. Mailing Instructions and Addresses**

Paragraph one. The document indicates the letter of interest must be received at "both" locations no later than 4:00pm, Indianapolis time (CST) on August 29, 2005, to be considered. However, only your address is noted. My question is "what is the other address that we are required to send the completed document?"

The word "both" is a typo, the letter of interest package only goes to Jodi Williams.

### **2. Selection Procedures; Requirement for Letters of Interest, A.2.**

In this paragraph, it is indicating "B.6" for the two pages for Key Staff and Project Approach. Upon referring to the next page it appears that the reference should be "B.7". My question is should the 2-page combined Key Staff and Project Approach include a listing of names only and Project Approach, as indicated in B.7?

You are correct that the reference in A.2. to the 2-page key staff and approach refers to section B.6. in error, the reference should have been B.7.. These pages are to include names of key staff persons and describe the project approach.

### **3. Selection Procedures; Requirement for Letters of Interest Content, B.2.**

We are planning on submitting on projects that only note and require DBE levels (and NOT MBE/WBE levels). As such, is it correct in submitting ONLY the DBE Affirmative Action Certification form?

Further if we are unable to find specialized services with DBE status on your projects, should we include documentation, as noted in your webpage

(<http://www.state.in.us/dot/div/contracts/design/pdf/dbe2.pdf>) noting our efforts and discussion?

You are correct that if there is only a DBE goal for a project you will only have to submit the DBE Affirmative Action form. If a DBE goal is set for an item it is because we believe that DBE subcontracting availability exists for some of the services involved. Should you fail to achieve the DBE goal, however, Section A.9. in the DBE Program Guidelines ( found at <http://www.in.gov/dot/business/consultants/index.html> ) describes what action and documentation are required to demonstrate that good faith efforts were made to achieve the goal.

### **4. Selection Procedures; Requirement for Letters of Interest Content, B.2, second paragraph.**

Is a WBE considered a DBE?

MBE/WBE & DBE are separate programs with different requirements. DBE is a federal transportation program and MBE/WBE is a State of Indiana program. DBEs have a limit on business size and personal net worth of the owner, while MBEs and WBEs have no such limitation. MBE's and WBE's may also, if they meet the additional qualifications, be eligible for certification as DBE's. Certification for all programs is done through the Indiana Department of Administration, Minority and Women's Business Enterprise Division.

5. Is an Affirmative Action Certification Form required if there are no DBE nor MBE nor WBE goals set for more than 0%?

No, if there are no goals set for an item the Affirmative Action Certification forms are not required.

6. On page 3, Item B.2, it states to fill out the forms for both DBE and MBE/WBE programs, yet on page 2 it only allows 1 page for the Affirmative Action Certification. Will 2 pages be allowed for these certifications if both are necessary due to the stated goals for each Item?

Only submit a certification relevant to the specific goal. If no goal is required then no form is required.

7. On page 4, Item B.7, it states to "confirm that the firm has visited the site". Is it necessary to visit the site for multiple projects within on Item such as Item 12? What about Item 11 where no sites are specified.?

If the item is not specific to a project this statement does not apply. No items on this RFP require site visits.

8. Is an Affirmative Action Certification form required if we are unable to obtain DBE or MBE or WBE participation to meet the set goal?

The [MBE/WBE Affirmative Action Certification Form](#) is required. If no participation is attainable it should be stated as such on the form. In accordance with the [Minority and Women Business Enterprises \(MBE/WBE\) Program](#) guidance if you achieve less than the specified goals you must submit documentation of the good faith efforts made. Failure to achieve the goal or demonstrate good faith efforts may result in rejection of the proposal.

9. If we are unable to meet the goal set for DBE or MBE or WBE participation I understand that documentation of good faith efforts has to be provided with the proposal according to the program guidelines. Is this documentation in addition to the 13 page limitation?

Documentation demonstrating good faith efforts made may be in addition to the 13 page proposal limit.